



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
TRANSPORTATION PLANNER/ANALYST IV	41	A	7.705
TRANSPORTATION PLANNER/ANALYST III	38	B	7.720
TRANSPORTATION PLANNER/ANALYST II	36	B	7.729
TRANSPORTATION PLANNER/ANALYST I	34	B	7.731
TRANSPORTATION PLANNER/ANALYST TRAINEE	31	B	7.733

SERIES CONCEPT

Transportation Planner/Analysts participate in transportation system analysis, planning, and research programs or projects and/or related functional areas as mandated by, and within the guidelines of, federal and State authorities; monitor, develop and implement grants and ensure compliance with federal funding requirements.

Participate in the development of studies, reports, or a master plan concerning a specific transportation system utilizing state-of-the-art computerized systems and software; conduct research, collect, analyze and disseminate data, forecast trends and developments, make recommendations, and develop alternatives to achieve goals and identify available financing; monitor and adjust the plan to ensure timeliness, relevancy and accuracy in addressing current transportation issues.

Provide management oversight for consultant and service providers, and assistance to public and private entities in applying for federal funds; participate in selecting recipients and monitor recipient performance; review financial reports and conduct physical inspections of the operation/project to ensure compliance with program regulations and specifications.

Oversee the installation and/or operation of equipment that collects field data such as traffic speed, volume, system characteristics, and global positioning.

Conduct various transportation system, traffic engineering, and planning studies to facilitate movement of people and goods; compile and analyze data; prepare comprehensive reports and recommendations.

Coordinate and/or conduct training sessions for department staff regarding equipment usage and/or program procedures, goals and requirements.

Provide information and outreach activities to the public and governmental agencies regarding transportation system related matters and services through training, correspondence, newsletters, published reports, public meetings, and a variety of public service announcements; conduct inspections and reviews in accordance with applicable regulations.

Perform related duties as assigned.

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CLASS CONCEPTS

Transportation Planner/Analyst IV: Under general direction, incumbents manage a research or planning division within the Department of Transportation by establishing program area policies and procedures, and developing and monitoring the budget to include federal grants, payments and closings according to federal guidelines. They direct and evaluate the activities of subordinate supervisors and lower level Transportation Planner/Analysts and project teams in carrying out the administration of State and federally mandated programs. They also review and research proposed federal, State and local guidelines and regulations, codes and ordinances.

Transportation Planner/Analyst III: Under limited supervision, incumbents perform the duties described in the series concept and have full supervisory responsibility for lower level professional staff and two or more major program areas such as Planning Management, Roadway Inventory, Statewide Continuous Counts, Statewide Long Range Plan, and Project Evaluation. These program areas are characterized by their size and the complexity of their implementation. Incumbents assess data collection needs, methods, procedures and analysis, and may also assist in the development of program budgets.

Transportation Planner/Analyst II: Under general supervision, incumbents perform the duties described in the series concept; or have leadworker responsibility overseeing transportation system analysis, research or planning functions of one or more assigned programs or work unit and/or may supervise and/or provide training, direction or assign work to lower level Transportation Planner/Analyst and technical staff. This is the advanced journey level in the series.

Transportation Planner/Analyst I: Under general supervision, incumbents perform the duties described in the series concept and conduct research and planning activities according to a specific program's requirements. Incumbents report to a higher-level Transportation Planner/Analyst and may supervise Transportation Technicians in the performance of work activities. This is the journey level in the series.

Transportation Planner/Analyst Trainee: Under close supervision, incumbents receive training in performing all or part of the duties described in the series concept. This is the entry level in the series and incumbents may progress to the Transportation Planner/Analyst I upon meeting the minimum qualifications and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Qualifying experience may be substituted for the education required above the high school level on a year-for-year basis.

TRANSPORTATION PLANNER/ANALYST IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering, business administration, planning, math, geography, statistics, economics or related field and five years of professional experience in two or more of the following: transportation analysis, planning or research programs; developing studies, reports and master plans; collecting and analyzing data; forecasting trends and developments; developing alternatives to achieve goals and identifying available financing. Two years of the required experience must have been in a supervisory capacity; **OR** an equivalent combination of education and experience; **OR** two years of experience as a Transportation Planner/Analyst III in Nevada State service. (*See Informational Note*)

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MINIMUM QUALIFICATIONS (cont'd)

TRANSPORTATION PLANNER/ANALYST IV (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: federal Department of Transportation programs, policies and objectives; transportation planning techniques and procedures and related regulatory codes and ordinances; federal, State and local laws regarding the planning, funding, construction and operation of transportation systems; program budget preparation and implementation. **Ability to:** supervise professional staff in various transportation programs; develop work programs; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: federal laws and regulations regarding transportation systems, analysis, research, and planning and federal fund administration. **Working knowledge of:** State budgetary process; principles and practices of personnel management; the department's Affirmative Action plan.

TRANSPORTATION PLANNER/ANALYST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering, business administration, planning, math, geography, statistics, economics or related field and three years of professional experience in two or more of the following: overseeing and conducting specific transportation analysis, planning or research programs; developing studies, reports, and master plans; collecting and analyzing data; forecasting trends and developments; developing alternatives to achieve goals; and identifying available financing. One year of the required experience must have been in a leadworker capacity; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Transportation Planner/Analyst II in Nevada State service. (*See Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles and practices of transportation engineering; federal, State and local laws related to transportation systems; development of work programs; project scheduling; budgeting; supervisory techniques and principles. **General knowledge of:** budget preparation and implementation. **Ability to:** manage two or more programs/projects concurrently; understand and utilize computer systems and software; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Transportation Planner/Analyst IV.)

TRANSPORTATION PLANNER/ANALYST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering, business administration, planning, math, geography, economics, statistics or a related field and two years of professional experience in two or more of the following: conducting and participating in specific transportation analysis, planning or research programs; developing studies, reports, and master plans; collecting and analyzing data; forecasting trends and developments; developing alternatives to achieve goals and identifying available financing; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Transportation Planner/Analyst I in Nevada State service. (*See Informational Note*)

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MINIMUM QUALIFICATIONS (cont'd)

TRANSPORTATION PLANNER/ANALYST II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: forecasting and modeling; understand and interpret contract specifications; financial recordkeeping practices sufficient to review fiscal reports and draw logical conclusions; installation and operation of data collection equipment; preparation and dissemination of transportation related information; transportation master plans. **General knowledge of:** principles of training; conducting and overseeing transportation analysis projects; developing a master plan. **Ability to:** review financial reports; oversee work of private contractors and consultants; develop recommendations for computer software and advanced technology systems; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Transportation Planner/Analyst III.)

TRANSPORTATION PLANNER/ANALYST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering, business administration, planning, math, geography, economics, statistics or related field and one year of professional experience in one or more of the following: conducting and participating in transportation analysis, planning or research programs; developing studies, reports, and master plans; collecting and analyzing data; forecasting trends and developments; developing alternatives to achieve goals and identify available financing; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Transportation Planner/Analyst Trainee in Nevada State service. *(See Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: system analysis, planning and research techniques and procedures; forecasting and modeling. **General knowledge of:** principles and practices of traffic engineering. **Ability to:** compose business correspondence and reports; conduct product evaluations; conduct department wide assessments relative to products and materials proposed for acceptance; understanding of grant processes or programs; communicate with all level within the organization including multi-disciplinary project teams; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Transportation Planner/Analyst II.)

TRANSPORTATION PLANNER/ANALYST TRAINEE

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering, business administration, planning, math, geography, economics, statistics, or related field; **OR** an equivalent combination of education and experience; **OR** graduation from high school and four years of experience collecting, compiling, analyzing and reviewing data and developing reports; **OR** four years of experience as a Transportation Technician II or three years of experience as a Transportation Technician III in Nevada State service. *(See Informational Note)*

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MINIMUM QUALIFICATIONS (cont'd)

TRANSPORTATION PLANNER/ANALYST TRAINEE (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: analysis, planning and research techniques and procedures; data collection and analysis. **Ability to:** input and retrieve computer information; use advanced data collection equipment and technology; make mathematical and statistical computations including addition, subtraction, multiplication, division and algebra; communicate effectively both orally and in writing; generate reports; establish and maintain cooperative working relationships with others.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Transportation Planner/Analyst I.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

	<u>7.705</u>	<u>7.720</u>	<u>7.729</u>	<u>7.731</u>	<u>7.733</u>
ESTABLISHED:	8/02/83R 4/13/84PC	4/26/74 7/01/93P	4/26/74 7/01/93P	4/26/74 3/27/75	12/24/97UC
REVISED:	7/01/93P 9/24/92PC	9/24/92PC	9/24/92PC	7/01/93P 9/24/92PC	
REVISED:	12/24/97UC	12/24/97UC	12/24/97UC	12/24/97UC	
REVISED:	8/11/06PC	8/11/06PC	8/11/06PC	8/11/06PC	8/11/06PC
REVISED:	10/24/12UC	10/24/12UC	10/24/12UC	10/24/12UC	10/24/12UC